

# **COMPETITIVE GRANT GUIDELINES FY2016**

## **Bureau of Emergency Medical Services and Preparedness**

### **Division of Family Health and Preparedness, Utah Department of Health**

#### **Introduction**

The Legislature established the EMS competitive grants program for the purpose of improving the statewide delivery of emergency medical services. Competitive grants are available for use specifically related to the provision of emergency medical services. **Competitive grants are available only to EMS Licensed and Designated agencies, except for initial EMT and EMD training.** This program is administered by the Bureau of Emergency Medical Services and Preparedness, Division of Family Health and Preparedness, Utah Department of Health, through Rules established by the EMS Committee.

These guidelines provide specific information relevant to the grant application process, scheduling, matching fund requirements, and other special conditions. Careful adherence to these guidelines will assist the Department and the Grants Subcommittee in evaluating local needs and fairly allocating grant resources. Because grant funding amounts may change during the evaluation process, the EMS Grants Subcommittee may change award amounts midway through the grants process.

During FY2016, each agency may request grant funds for a total of **ONLY TWO ITEMS** from the six categories listed below:

- |  |                             |
|--|-----------------------------|
| 1) Training Equipment                      | 4) Medical Equipment        |
| 2) Defibrillators and Accessories/Upgrades | 5) Ambulance Vehicle        |
| 3) Communication Equipment                 | 6) Initial Training and CME |

Applicants should prioritize their grants on the Consolidated Budget Form in order of importance. Points will be given for the agency prioritization.

The Grants Subcommittee will provide a recommendation to the EMS Committee for approval of the grants requests based on the following criteria:

1. A description of the agency, including size and significant impediments of the geographic service area;
2. The population/demographics of the service area;
3. Sufficient justification of the need;
4. The per capita grant allocated to each agency for the previous year, and its relative benefit on the agency to provide services;
5. Unused competitive funding from the previous year's grant;
6. Direct impact on patient care;
7. Percent of responses to non-residents of the service area;
8. Local county prioritization; and,
9. Data and fiscal compliance.

**The Demographic Information on the Agency Consolidated Budget Request Sheet must be completed. If information is not completed, points will not be given for unanswered criteria.**

#### **FY 2016 Competitive Grant Application Process**

During fiscal year 2016, the Bureau of Emergency Medical Services and Preparedness, will distribute approximately \$650,000 to competitive grant applicants. Grantees shall be limited to entities that provide emergency medical services. Non-licensed or non-designated agencies **ARE NOT** eligible for grants except for initial training grants.

**Grantees must be in full compliance with the EMS Systems Act and all applicable EMS rules.** Application forms are available on line: <http://health.utah.gov/ems/grants> or at the Bureau of EMS, 3760 South Highland Drive, Salt Lake City, Utah 84106. For more information please contact Allan Liu at: (801) 273-6664, email: [aliu@utah.gov](mailto:aliu@utah.gov) toll free (800) 284-1131, Option 3, or by mail at P.O. Box 142004, Salt Lake City, Utah 84114-2004.

**Incorporated entities must be registered with the Department of Commerce.** Awards will be implemented through reimbursable grants with the Department of Health; that is, the grantee expends funds for grant approved purposes and the Department reimburses the grantee for expenditures incurred. Unless otherwise specified, grants will begin July 1, 2015, and terminate May 15, 2016. **All reimbursement requests must be received in the Bureau of EMS by May 15, 2016.**

The schedule for the application process is as follows:

1. Completed forms and **one** signed application must be **received** by the Bureau of EMS and Preparedness, P.O. Box 142004, Salt Lake City, Utah, 84114-2004 or delivered to 3760 Highland Drive, Salt Lake City, Utah no later than **5:00 p.m. (MST), March 20, 2015**. Applications must be filled out completely. Incomplete applications may be rejected by the EMS&P Bureau and returned to the applicant. The same application form should be used when applying for a per capita grant. **All forms must be typed or computer generated.**
2. It is the intent of the EMS Committee that the local county or multi-county EMS council/committee review and prioritize all local grant applications. Air Ambulance requests are not required to be prioritized by local county councils/committees but will be prioritized by the Grants Subcommittee. Grant applicants shall provide a copy of the "Agency Consolidated Budget Request" to the Chair of their respective county or multi-county EMS Councils/committees by April 29, 2015. These committees will then review and prioritize the grant proposals from their respective areas. **Local EMS prioritization meetings must be held after the grant submission deadline, or county prioritizations will be disqualified.** The local committees must forward their prioritizations to the Bureau of EMS by April 30, 2015. Grants that are not prioritized by their county will be automatically disqualified.
3. On June 4, 2015, the Grants Subcommittee will meet to review grant awards and make recommendations for funding grants to the EMS Committee.
4. On July 9, 2015, the State EMS Committee will review the recommendations of the Grants Subcommittee and award the FY2015 grants. The EMS Committee may reject or authorize full or partial funding of the Subcommittee recommendation.

FY2015 DATES	SCHEDULE SUMMARY
March 20, 2015	Deadline for Submission of FY2016 Competitive Grants.
Between March 23, 2015 and April 30, 2015	EMS & Preparedness Bureau will review applications and prepare packets for mailing to Grants Subcommittee.
Between March and April 2015	Local prioritization meetings must be held with Regional Consultants.
April 30, 2015	Prioritization by county must be submitted to EMS Bureau
June 4, 2015	State EMS Grants Subcommittee meets and makes recommendations for funding.
July 8, 2015	EMS Committee reviews and finalizes grants/awards.
June – July 2015	EMS Bureau will prepare and process grants.
July 1, 2015	Beginning of FY2015 grant period.
May 15, 2016	Deadline for submission of FY2016 grant reimbursement requests.

## Matching Fund Requirements

### JUSTIFICATION

There must be adequate justification for the grant. Applicants without justifications are excluded. Detailed explanations of current need(s) are highly encouraged.

Grant recipients shall, for the following equipment categories, provide matching funds in the amount of 50%.

- A. Equipment (excluding vehicles) used in direct patient care, communications, rescue operations, or training are listed below. Disposable/non-durable medical supplies **may not** be requested for competitive grants.

1. **Training Equipment** – Any equipment used for training personnel may be requested. Specific vendor equipment information must be attached to the application. **In the absence of this information, funding will not be considered.** Computers, projectors and software cannot be requested from this category. Funding will be at a 50% match with a \$4,500 cap per applicant.
2. **Defibrillators and Related Accessories/Upgrades** – Paramedic and Intermediate-Advanced agencies require defibrillators with more advanced features than intermediate and basic agencies.

Paramedic and Intermediate-Advanced agencies may request a maximum of \$16,000. Intermediate agencies may request up to a maximum of \$8,000, while Basic agencies can receive up to a maximum of \$2,000. Agencies must request defibrillator upgrades and accessories in this category, only. Above amounts are the maximum that can be requested and requires a 50% match by the applicant.

3. **Communication Equipment** – Communication needs will be considered on a case-by-case basis with adequate justification. Reimbursement shall be based upon current state communications contract prices obtained from the Division of Information Technology. Maximum allowable amounts are 50% of the cost of the equipment, not to exceed State contract prices with a limit of \$4,500 per applicant.

**ALL COMMUNICATION EQUIPMENT REQUESTS MUST BE REVIEWED BY** Dan Camp, prior to the submission date of March 20, otherwise the request will NOT be considered. Please contact Dan by email at: [dcamp@utah.gov](mailto:dcamp@utah.gov); or telephone: 801 273-6673; or in writing (see justification form Category 3 for consideration).

4. **Medical Equipment/Items** – Any durable/non-disposable equipment, excluding defibrillators and defibrillator accessories, to be used directly for patient care need to be listed in this subcategory. Specific vendor equipment information must be attached to the application. **In the absence of this information, funding will not be considered.** Automated chest compression devices and power lift gurneys may be requested. The State match will not exceed \$9,000 per applicant, \$4,500 per item.
6. **Ambulance/Remount** – For any new ambulances, remount ambulances, or emergency/rescue vehicles, applicants must provide matching funds in the amount of at least 60% of the total approved expenditures; however, grant funds will not exceed \$20,000 per vehicle. **Reimbursement will be made ONLY after the agency has received the vehicle and must provide the Vehicle Identification Number (VIN), along with a copy of the check and invoice from the vendor.**

- B. **Initial Training and CME** - Each applicant may apply for a maximum of \$4,500 for initial training and continuing medical education with adequate justification. CME is defined as continuing “medical” education exclusively for agency pre-hospital EMS personnel. A match **will not** be required by applicants. Justification shall include the number of personnel presently within the service, each person’s certification level and a description of additional service areas. **A detailed explanation describing the plan for the proposed use of CME and training funds must be submitted or the grant may not be considered.**

Reimbursement for Continuing Medical Education (CME) and initial training will need to be submitted on the “Bureau CME Reimbursement Request” form. Forms are available on line at

<http://health.utah.gov/ems/grants> or can be requested from the Bureau. Actual invoices for instructor fees, conference registrations and hotel bills must accompany the Bureau CME form. The CME form will need to be verified by an agency authority. Recertification fees may not be considered as CME. Teaching aids, videos, DVD, TV's etc. must be requested under the training equipment category. Membership to professional/trade organizations, supplies and promotional materials may not be requested. Travel and per diem reimbursement shall be computed using Utah Department of Health approved rates. At the present time the following rates apply for non-conference hotels:

Hotel/Motel rates: (using state rates)	
Salt Lake Valley (Draper to Centerville plus tax)	\$ 100.00
Moab (plus tax)	\$ 100.00
Ogden/Cedar City (plus tax)	\$ 75.00
Price/Provo/Orem/Lehi/St. George (plus tax)	\$ 75.00
Breakfast	\$ 10.00
Lunch	\$ 13.00
Dinner	\$ 16.00
Mileage (\$0.38 actual mileage)	\$ 0.38

Agencies not licensed or designated through the Bureau of Emergency Medical Services and Preparedness may request initial training for basic EMTs, EMR's, and Dispatchers. Advanced Level Training or Continuing Medical Education will not be funded for Non-designated or non-licensed applicants. The maximum funding amounts are: \$200 per EMR, \$750 per EMT, \$850 per AEMT and \$350 per dispatcher initial training.

In an effort for dispatch agencies to become designated, dispatch agencies may apply for initial Emergency Medical Dispatch training. Only designated dispatch agencies are eligible to participate in the EMS Per Capita grants program.

The Grants Subcommittee has the option to limit funding based on certified personnel, justified need or funds available. Please DO NOT request more funds that your agency will need. Subsequent grant requests will be significantly penalized if 90% of the CME funds WERE not expended during FY2014.

Applicants may apply for an additional \$500 for each additional service area up to a maximum of \$1,500. A service area is defined as an additional ambulance staged in a different city at least 10 miles in distance, with separate rosters. **A roster for each service area must be submitted with the request for additional service area monies. Personnel names on rosters must be in alphabetical order and include EMS identification number, level of certification, and expiration date. In lieu of separate rosters, additional amounts will not be considered.** The maximum an applicant will be awarded for CME is \$6,000.

- C. **Waivers of matching funds** – The Grants Subcommittee may recommend reducing or waiving the matching fund requirements where deemed appropriate in order to respond to special or pressing local EMS issues. A letter of justification signed by the local official must accompany the grant application. A waiver request must contain financial information about the agency. Without this information, waivers will not be considered.
- D. **Tax Identification** – “Request for IRS Taxpayer Identification Number and Certification Form” (W-9) is required **only** if your agency has changed addresses. One can be obtained by contacting Irene Petrogeorge on the IRS website <http://www.irs.gov/pub/irs-pdf/fw9.pdf>.

### Interim or Emergency Grant Awards

Interim/Emergency grant funding may be available if EMS Grant funds are available and the applicant demonstrates the need. The applicant must also prove that a delay in funding at the next scheduled grant cycle will hinder the applicant's ability to provide EMS Care. See R426-6-6 for further details.

#### **Grant Proposal Preparation Assistance or Questions**

We recognize there may be questions regarding the program. It is the desire of the Bureau of EMS, the Grants Subcommittee and the State EMS Committee that the grant process be as simple and easy to accomplish as possible. We strongly encourage you to contact your EMS Bureau regional consultant, Allan Liu or Irene Petrogeorge for assistance in grant preparation. Contact Information:

Allan Liu, Financial Analyst	801-273-6664	<a href="mailto:aliu@utah.gov">aliu@utah.gov</a>
Dan Camp, Grants Consultant	801-273-6673	<a href="mailto:dcamp@utah.gov">dcamp@utah.gov</a>

**ALL GRANT APPLICATIONS ARE AVAILABLE on the Bureau website:**

**<https://health.utah.gov/ems/grants>**